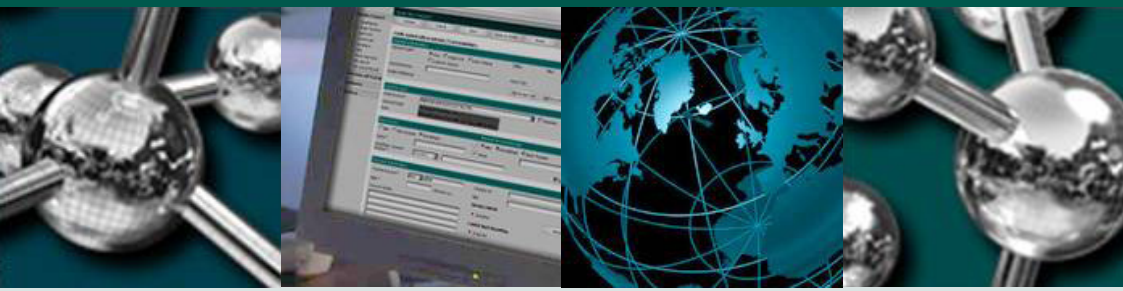
Quick Start Guide Access Online: *Payments and Reporting*



Start quickly with Access Online

- Usage of the application
- Description of the commonly used functionalities

Quick Start Guide Access Online: Payments and Reporting

The Quick Start Guide Payments and Reporting is intended for all users who are new to Access Online. There is also a Quick Start Guide for Maintenance.

For each step you can find how to navigate to the item described in that step in italics. For instance, under **2. Personal Settings** you will find ***Resources > Personal Settings***.

1. Log on

Go to: ***www.accessonline.abnamro.com***

i Access Online can only be used with Internet Explorer (Microsoft).Select the language **English**.

Hint

Add the internet address www.accessonline.abnamro.com to your favorites. On the main screen you can find some important messages regarding Access Online.

a Click on **Access Online**.
b Select as log on method **e.dentifier2.**
c Enter your account number and card number and click on **Submit.**

d Follow the log on instructions on your screen.

i A new account number has been opened for you. The account number is only used for log on. No payments can be made to or from this account.

e The main screen of Access Online will be visible. In the upper right corner you can change the language.

i The language preference will be stored on your computer only. Working from another computer means that the language preference needs to be set again. The language preference is only valid for the main screen.

Hint

You can resize screens which opened once by changing the browser right corner of your screen larger or smaller by dragging the mouse. Correct operation depends on local settings on your computer.

Main screen Access Online

The main menu of Access Online:

› Under **Cash Management** the reporting module (**Reporting**) and payment module (**Payments**) can be found.

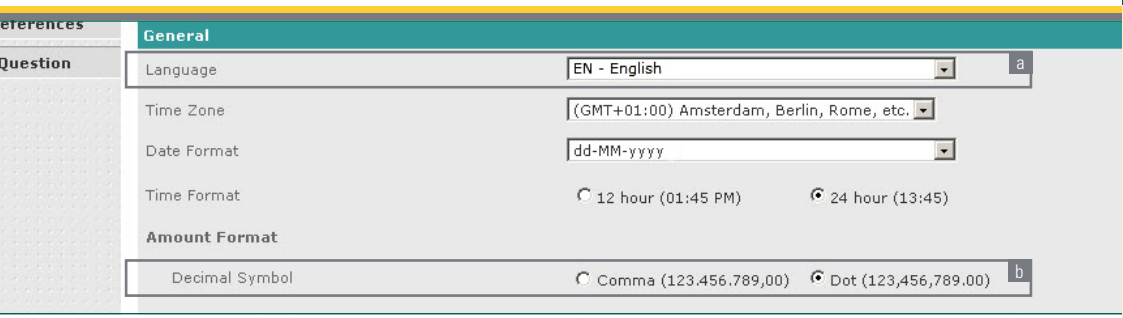
› Under **Resources** the maintenance module (**Administration**) and **Personal Settings** can be found.

› In order to use the payment- and reporting module the maintenance module and the personal settings need to be configured initially.

Hint

Use the menu items on the left to navigate within Access Online. Please note that the Previous button in your browser can't be used to go to the previous page due to the secured environment (https://).

Personal Settings



2. Personal Settings

Go to: *Resources > Personal Settings*

Here the personal preferences such as Language can be set. This Quick Start Guide Payments and Reporting is based on the English language preference. The administrator within your organisation determined your language preference originally.

a Check whether **EN - English** at **Language** is selected.

b Select **Dot (.)** at **Decimal Symbol**.

c Select **Default SEPA Credit Transfer on Single ACH**.

d Select **New** at **Default Bank and Beneficiary Type** in case you frequently add new beneficiaries.

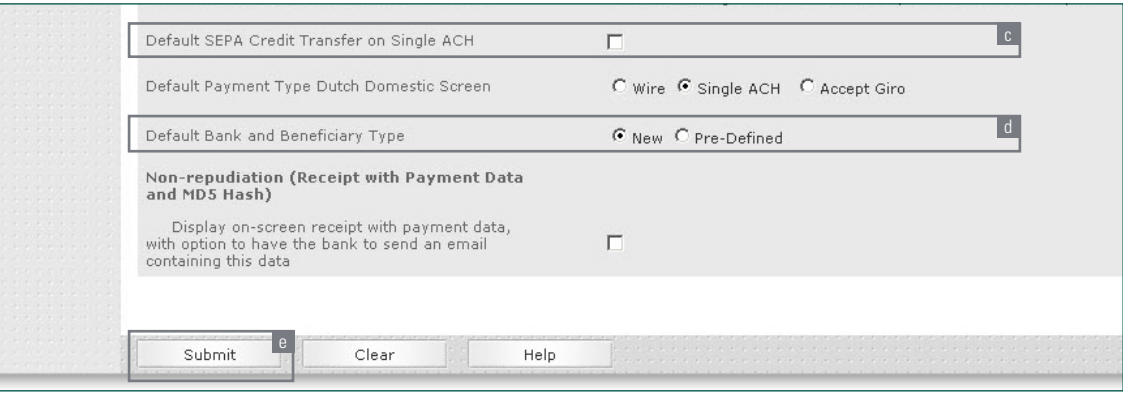
e Click on **Submit**.

i A message that **the details have been changed** will appear. Your changes will be active within 45 minutes.

f Click on **Close** in the right upper corner of your screen.

Hint

In Personal Settings the default opening screen of the payment module can be changed.



Payments

Go to ***Cash Management > Payments***

The payment module by default opens with the **Outstanding / Recent** screen, showing the outstanding and recently processed and removed payments. After seven days the processed and removed payments can be found in the **History**.

Click on **Payments**. The default payment options will be described on the next pages.

3. Local payments and Single (cross-border) payments

For local payments, go to:
Initiate Payment > Local Payments > Netherlands Belgium, France, Germany, United Kingdom and Mexico.

For cross-border payments, go to: ***Initiate Payment > Single Payment***

a Select **Payment Type.**

b Select the **Debit Account**.

c Select **Beneficiary type**. There are three options to choose from: a new beneficiary local/foreign (**New,** see **step 3.1a and step 3.1b**), an intracompany payment (**Own Account,** see **step 3.2**) or a beneficiary you saved earlier (**Pre-defined,** see **step 3.3**).

3.1a New beneficiary – local payment

I Select **New.**

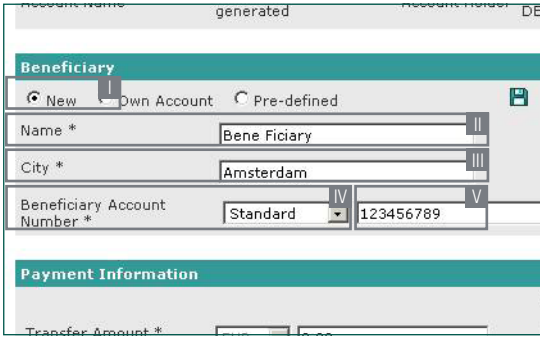
II Fill in **Name**.

III Fill in **City**.

IV Select **Standard** or **IBAN beneficiary** account number.

V Fill in **Beneficiary Account Number**.

VI In case you want to save the beneficiary, proceed with **step XIII on page 7**. If not, proceed with **step d on page 8**.



3.1b New beneficiary – cross-border payment

I Select **New**.

II Is the payment compliant with the SEPA criteria (see below), proceed with **step IV**. If not, proceed with **step III**.

III Deselect the option **Sepa Credit Transfer**.

IV Deselect the option **Validate International payments** as **EU Directive Compliant Payments**, which will appear.

V Click on ▾.

VI Fill in the **Name** of the beneficiary.

VII Fill in the **City** of the beneficiary.

Hint

In case the option Charges For has been left blank, by default the charges will be set to SHA – Shared.

SEPA criteria:

› The **Debit Account** is a Dutch account.

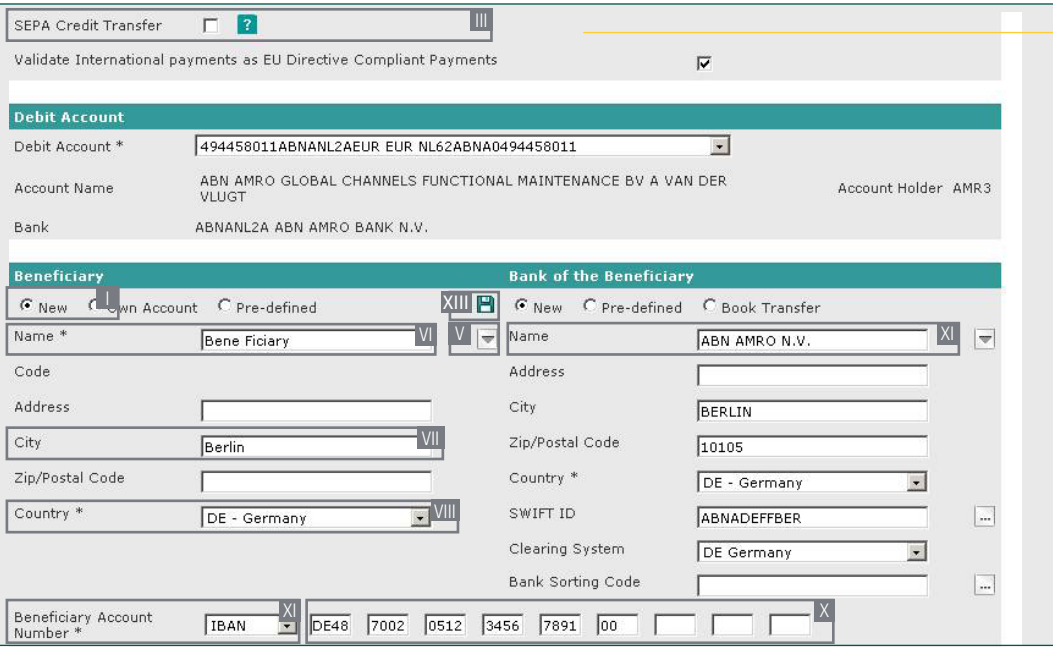
i In case you want to do SEPA payments from non-Dutch RBS accounts, a SEPA agreement is necessary.

› The payment takes place within the EU Member States, Switzerland, Iceland, Liechtenstein or Norway. A list with all SEPA-countries can be found on ***www.abnamro.nl/sepa***.

› The currency is **EUR**.

› A correct **IBAN** account number and **SWIFT ID** are available.

› The option **Charges For** is **SHA - Shared**.



i **City** beneficiary at **Single (cross-border) Payment** is not marked with an asterisk (*), however it is a mandatory field.

VIII Fill in the **Country** of the beneficiary.

IX Select **Standard** or **IBAN** account number.

X Fill in the **Beneficiary Account Number**.

XI Fill in the **SWIFT ID**; click on ... .

i In case the **SWIFT ID** appears multiple times, the first occurrence can be chosen.

XII Click on the correct **SWIFT ID** in the list of search results.

XIII For saving the beneficiary, execute the following steps.

› Click on .

Hint

The Beneficiary Code can be copied to Account Code and Beneficiary Name to Account Name.

› Fill in a **Beneficiary Code**.
› Fill in an **Account Code** and an **Account Name**.
› In case of initiating a local payment, select New for **Bank type** and fill in a **Bank Name**.
› Click on **Save**.

i The message **Beneficiary saved successfully. Please submit for authorisation.** appears.

› Click on **Submit**.
› Follow the authorisation instructions on your screen.

i The message **Beneficiary authorised successfully and it will be active after 10 minutes.** will appear. You will return to the main payment screen automatically, where you can proceed with your payment.

XIV Proceed with **step d** on **page 8.**

3.2 Intracompany transfer

I Select **Own Account**.
II Click on ... .
III Select the desired account in the list of search results by clicking on the green account code in the column name **Acc. Code**.
IV Proceed with **step d** on **page 8**.

3.3 A pre-defined beneficiary

I Select **Pre-defined**.
II Fill in (part of) the beneficiary name and click on ...
III If necessary select the desired beneficiary in the search results by clicking on the green beneficiary code in the column name **Bene Code**.
IV Proceed with **step d** on **page 8**.

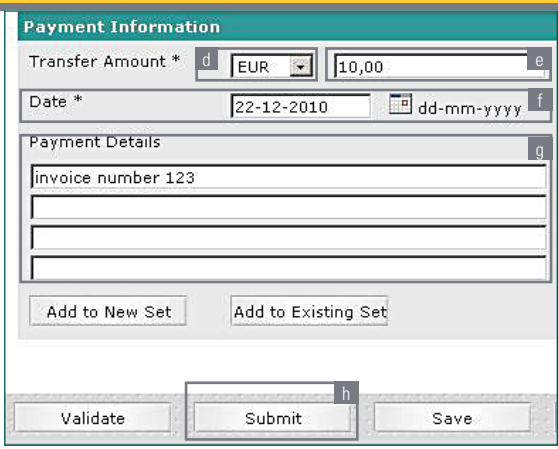
d Select the desired **currency**.
e Fill in the **Transfer Amount**.
f Fill in the **Execution Date**.

i Payments cannot be scheduled for execution more than 90 days into the future.

g Optionally fill in the **Payment Details**.
h Click on **Submit**.
i On the screen one or more messages will appear. When the message is in black, the payment has been successfully sent to the bank and you can continue with **step k**.
j When the message is in red, an error occurred. Data is not or is incorrectly entered into the payment initiation. Proceed with the next steps:
I Recover the incorrect or missing data.
II Click again on **Submit**.

i The message **Payment submitted successfully.** will appear.

k Authorise the payment (see **9. Authorise**).



4. Edit / complete payments

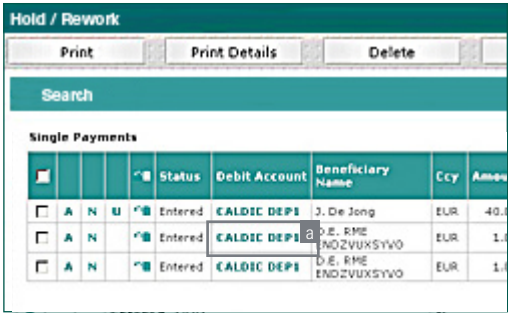
Go to: ***Initiate Payment > Hold / Rework***

As long a payment has not been authorised, it can be found under **Hold / Rework**, where the payment can be edited and submitted for authorisation.

a Click on the green account code in the column **Debit Account** for the payment you want to edit.
b Make the changes and click on **Submit**.

i The message **Payment submitted successfully** appears.

c Authorise the payment (see **9. Authorise**).



Hints

- **By clicking Submit, the validation (Validate) of the payment will be performed automatically.**
- **The payment can be saved as a model payment for future use by clicking Save as Model.**
  A model reference number can then be added to the payment. The model payment can be found via *Initiate Payment > Model Payments*. The reference number is shown in the column Model Reference.

5. Upload files

Go to: ***Initiate Payment > File Upload***

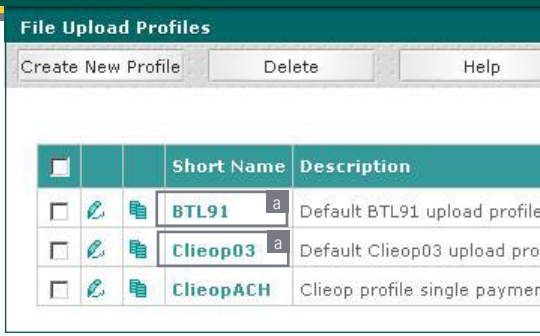
In Access Online payment files like ClieOp03, BTL91 or direct debit batches can be uploaded.
For the upload of a payment file the default upload profiles can be used.

a Click in the column **Short Name** on **ClieOp03** for the upload of a file with domestic payments. Click on **BTL91** for the upload of a file with cross-border payments.

i To be able to view salary payment details a user needs to have specific roles.

b Click on **Browse…** to select a file. Select the file and click on **Open**. It is possible to select a maximum of 5 files.

c In case of a ClieOp03 file, the **Batch Reference** can be changed.

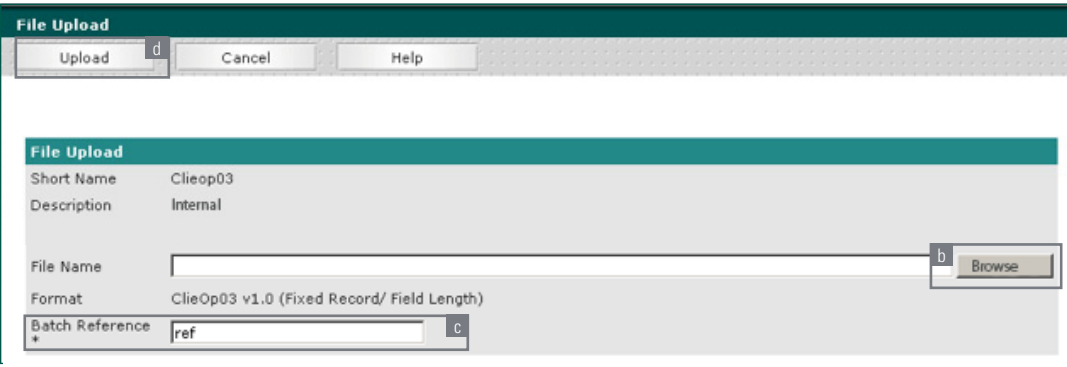


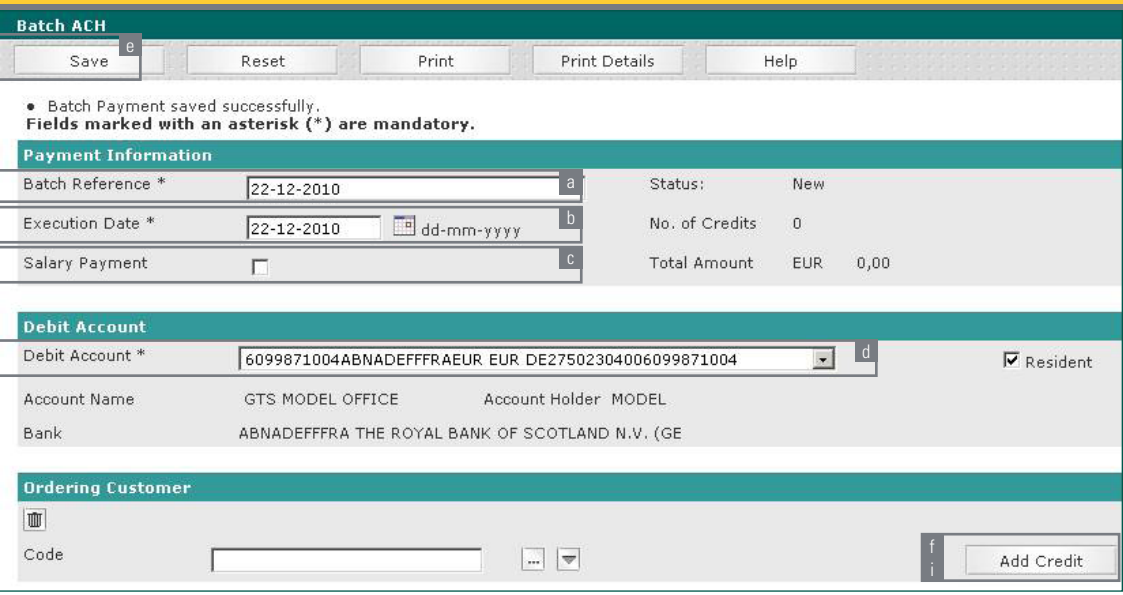
d Click on **Upload**.

i The progress of the upload will be shown in a new window. A message that **the file has been uploaded successfully** will appear.

e Click on **Close** to close the progress window.

f Authorise the payment file (see **9. Authorise**).





6. Batch

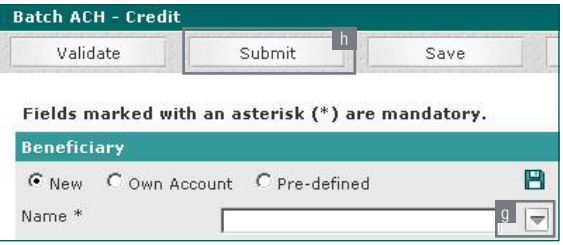
Go to: ***Initiate Payment > Batch ACH***

A batch is a collection of payments. On the account statement a batch will be displayed with the total batch amount. The amounts of the underlying single payments will not be shown. Batches can be created manually in Access Online, however we recommend to import the batch from your accounting system. For the import of a batch see **5. File Upload**.

a Fill in a **Batch Reference**.

i For example: fill in the date of today.

b Fill in the **Execution Date**.



c Select **Salary Payment** if this is a salary batch. Only users with specific roles will be allowed to view individual salary payment details.

d Choose the **Debit Account**.

e Click on **Save**.

i The message **Batch Payment saved successfully** will appear.

f In the header **Ordering Customer** the button **Add Credit** appears. Click on this button.

g Click on ▼ and fill in the mandatory fields. Please note that **City** needs to be filled in also.

i See **3. Local Payments and Single (cross-border) Payments** for extra information about the mandatory fields.

h Click on **Submit**. The payment is added to the batch.

i A message that **the batch has been successfully submitted** will appear.

i Click on **Add Credit** to add more payments to the batch.

j When the batch is complete, click on **Submit**.

i A message that the **batch payment has been sent successfully** will appear.

k Authorise the batch (see **9. Authorise**).

7. Sets

A set is a collection of single payments which can be authorised in one go. The total amount of the set will be displayed, but the amounts of the individual single payments can also be viewed. Besides the difference in costs, the difference between a batch and a set is that for a set the amounts of the individual single payments will be displayed on the account statement (see also **6. Batch**).
A set can be created in two different ways: via **Sets** (see **step 7.1**) or via **Local Payments / Single Payment** (see **step 7.2**).

7.1 Create a set via Sets

Go to: ***Initiate Payment > Sets***

a Click on **New**.

b Fill in **Set Name**.

c Change **Currency** if necessary

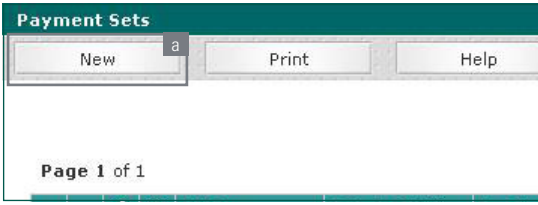
d Click on **Save**.

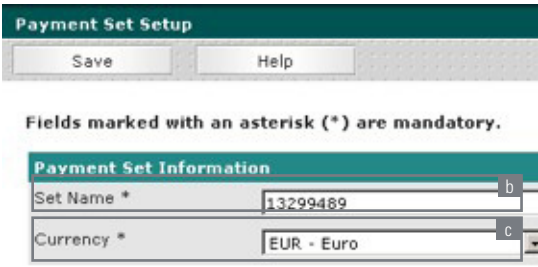
i A message that **the set has been saved successfully** will appear.

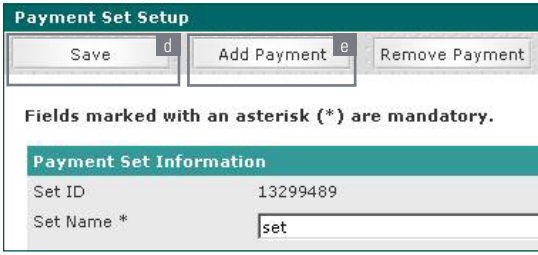
e Add payments to the set via **Add Payment**.

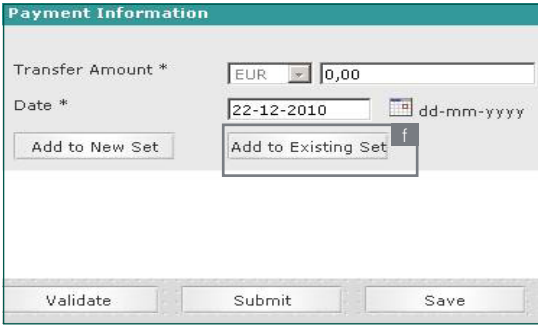
i In case no payment can be selected, no payment has been initiated yet.

f In case you want to add payments but no payments have been initiated yet, please go to the **Single Payment** or **Local Payments** screen to create a payment and click on **Add to Existing Set**.







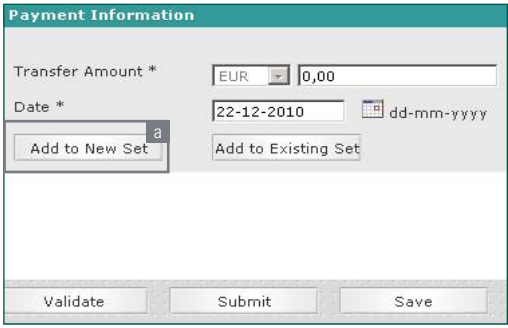


7.2 Create a Set via Local or Single Payment

Go to: Initiate Payment > Local Payments > Netherlands

ór

Go to: *Initiate Payment > Single Payment*

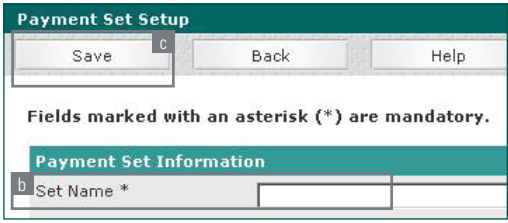


a Click within the local or single payment screen on **Add to New Set**.

b Fill in a **Set Name**.

c Click on **Save**.

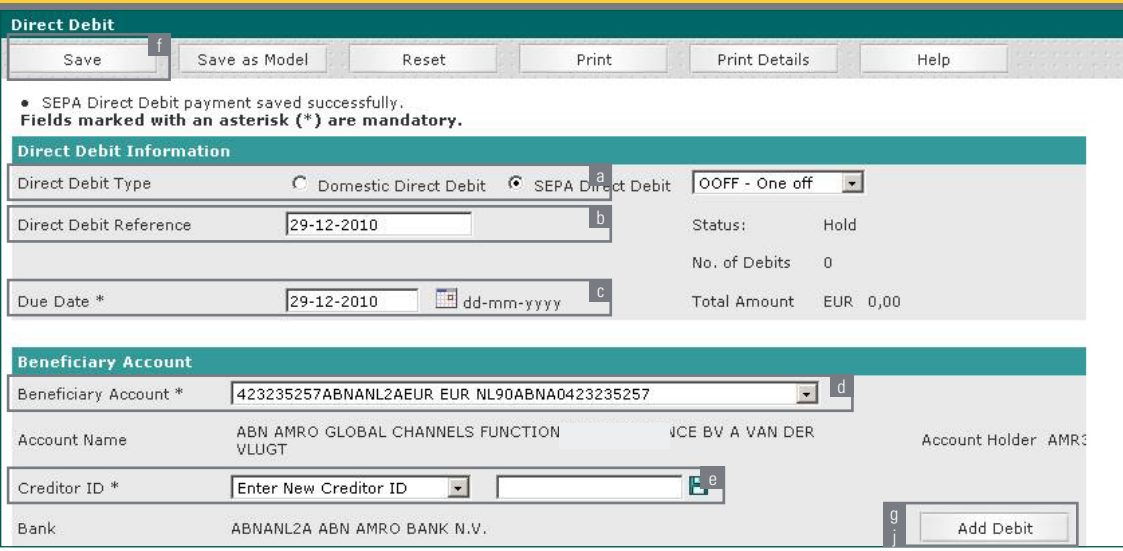
d The payment is added to the set and you will automatically return to the payment screen.



i In the Local Payment screen the name of the set can be found below the **Execution Date**. In the **Single Payment** screen the name of the set can be found below the Payment Details.

Hint

A direct debit can also be saved as a model payment for future use by entering a **Direct Debit Reference**. This model payment can be found under ***Initiate Payment > Model Payments***. It can be recognised by the direct debit reference in the column **Model Reference**.



8. Direct Debit

Go to: ***Initiate Payment > Direct Debit***

In Access Online direct debits can be initiated. Please note that your organisation needs to have the debtor's permission.

a Select **Domestic Direct Debit** or **SEPA Direct Debit** at **Direct Debit Type**.

b Fill in a **Direct Debit Reference**.

i For example: fill in the date of today.

c Fill in the **Execution Date**.

d Select the **Beneficiary Account**.

e For a **SEPA Direct Debit** select the **Creditor ID**.

i Your organisation received this Creditor ID when making the SEPA Direct Debit-agreement.

f Click on Save.

i A message that the **Direct Debit has been saved successfully** will appear.

g In the header below **Credit Account** on the right side the button **Add Debit** is now visible. Click on this button.

h Click on ▼ and fill in the mandatory fields, the fields marked with an asterisk (*).

i Click on **Submit**.

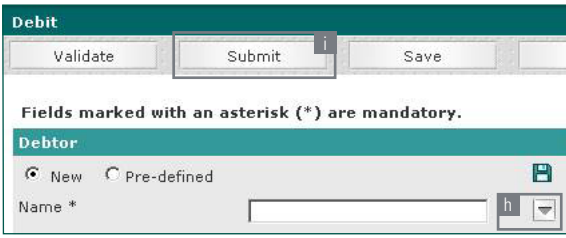
i The message that **the Direct Debit has been submitted successfully** will appear.

j Click on **Add Debit** to add more direct debits.

k When the direct debit is completed, click on **Submit** in the **Direct Debit** screen.

i The message that **the Direct Debit has been submitted successfully** will appear.

l Authorise the direct debit (see **9. Authorise**).



Hint

By checking the master checkbox in the header of each payment type, all payments and/or direct debits of that type will be selected for authorisation. In case more than 50 items are ready to be authorised, it is possible to increase the number of Rows per page.

9. Authorise

Go to: ***Authorise***

m After the payment or direct debit has been submitted, it will appear under **Authorise**. The Authorise functionality is only visible for users who have the authorise role.

a Select the payment(s), batch(es), set(s) and/or direct debit(s) that need to be authorised.

i You can view the underlying individual payments by clicking ▼ behind the batch or the set.

i In case the payment, batch, set or direct debit is not visible for a user, the user has not been added to the authorisation policy (see chapter Authorisation Policy in the Quick Start Guide for Maintenance).

b Click on **Authorise**.

c Follow the instructions on your screen.

i The message that **the payments have been authorised** will appear.

10. Editing Beneficiaries

Go to: ***Resources > Administration > Account & Company Data Setup > Beneficiaries***

! *Note: the beneficiary details are to be found in the User Administration module of Access Online and not in the Payment module.*

a Click on ✎ for editing the beneficiary.

b In case the account of the beneficiary needs to be changed, click on ✎. If not, proceed with **step f**.

c Edit the **Account Number**.

d Click on **Save**.

i The message that **the accountnumber of the beneficiary has been saved** will appear.

e Click on **Back**.

f Edit other details of the beneficiary if necessary and click on **Save**.

g Click on **Submit**.

i The message that **the beneficiary has been submitted** will appear.

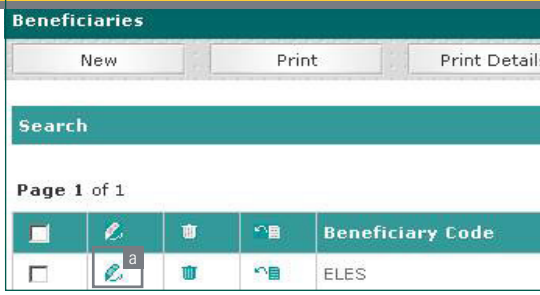
h Click on **Authorisation Overview** in the **User Administration** module.

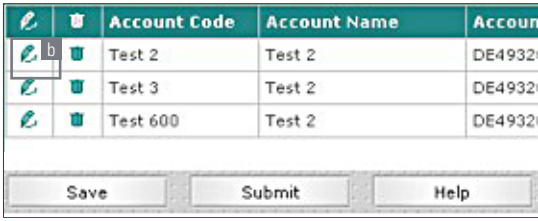
i Select the changed beneficiary by checking the checkbox.

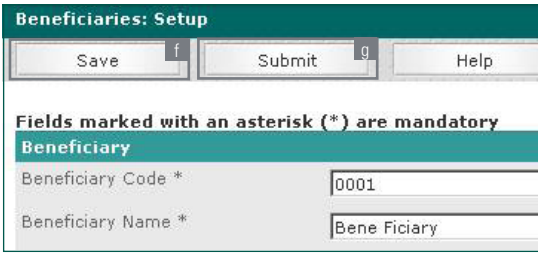
j Click on **Authorise**.

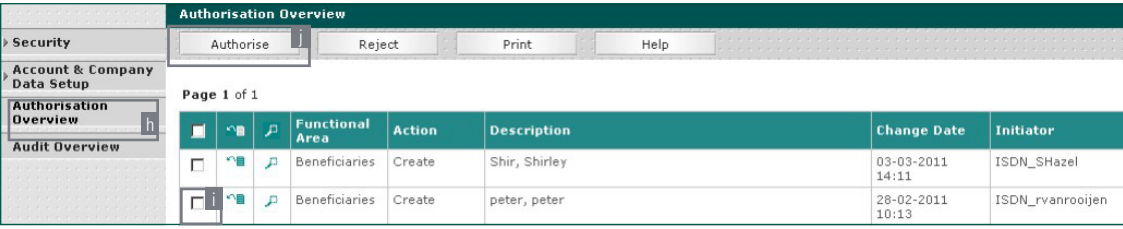
k Follow the instructions on your screen.

i The message that **the beneficiary has been authorised** will appear. The changes will be activated within a few minutes.







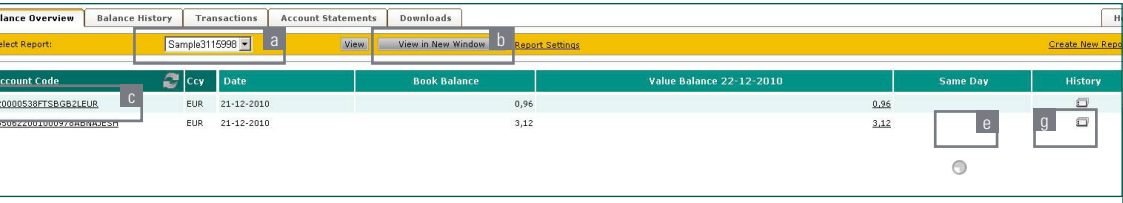


Reports

Go to ***Cash Management > Reporting***

The Reporting module opens by default with the **Balance Overview**. Navigating within the Reporting module can be done by clicking on the tab pages **Balance Overview, Balance History, Transactions, Account Statements, Downloads** and **Help**.

In each of the tab pages a default report is available, the so called **Sample** report. This report can be used as is, or you can change it to what suit your needs. It is also possible to define your own report(s).



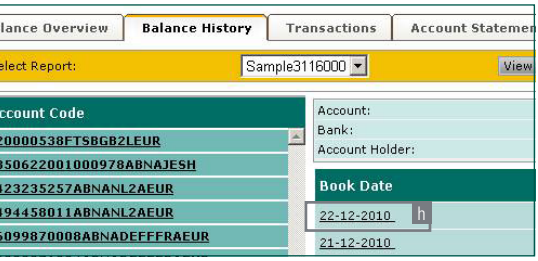
11. Viewing the Account Balance

Go to: ***Balance Overview***

a Select the **Sample** report.

b Click on **View**.

c Click on the **Account Code** of the account to view the latest account statement.



d Close the screen to return to the tab page **Balance Overview**.

e Click on the icon in the **Same Day** column behind the account to view the intraday statements.

i If no icon is displayed, no intraday transactions are available

f After viewing the intraday transactions, close the screen to return to the tab page **Balance Overview**.

g Click on the icon in the **Balance History** column behind the account to view the balance history or statements of previous days.

h In the next screen, click on a **Book date** to see the statement for that particular date.

i If no statement appears, or when the statement is blank, no transactions have taken place

i After viewing the **Balance History**, close the screen to return to the tab page **Balance Overview**.

Hint

A report can be set as default by clicking on the link Set as default report, which is located near the bottom of the screen.

12. Find a transaction

Go to: ***Transactions***

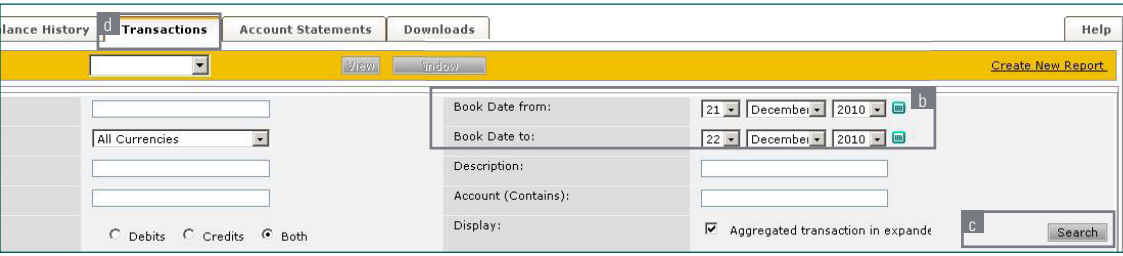
a Fill in the search criteria.

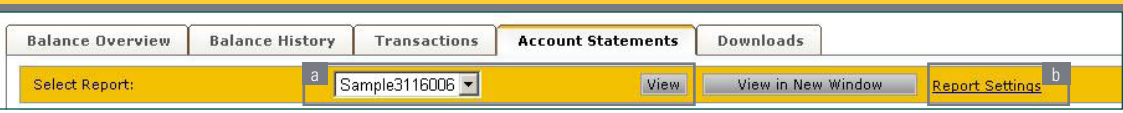
i Enter a word or a part of sentence as search criteria.

b Fill in the **Book Date from** and **Book Date to**.

c Click on **Search** (searching can take up to a few minutes).

d Click on the tab page **Transactions** for a new search request.





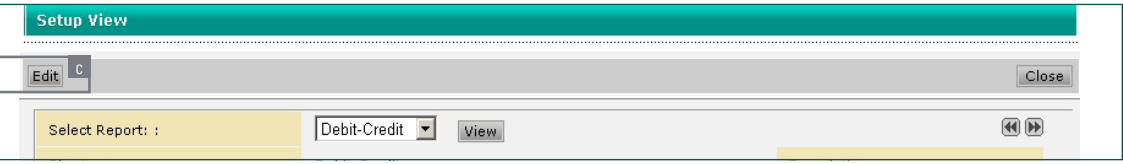
13. Printing your account statements of the previous working day

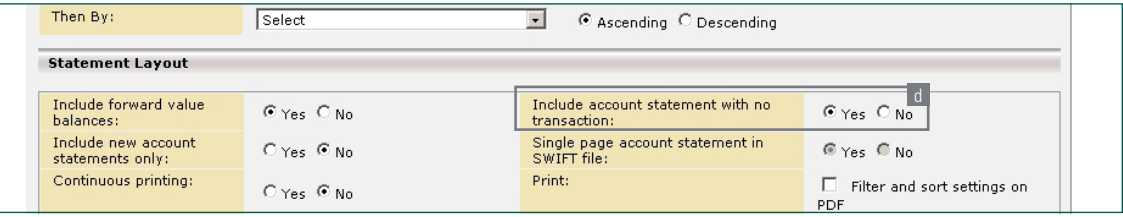
Go to: ***Account Statements***

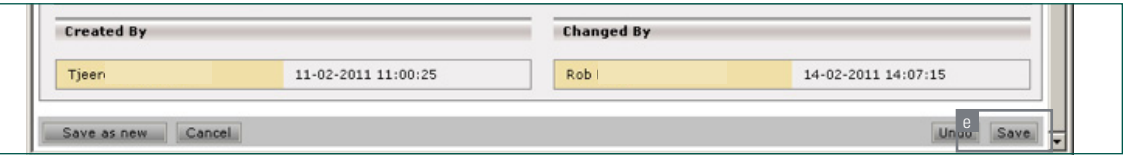
a Select the **Sample** report and click on **View**.
b Click on **Report Settings**.
c Click on **Edit**.
d Select **No** at **Include account statement with no transaction**, in case you don't want to print empty account statements.
e Click on **Save**.

i The message **Your changes have been successfully saved** will appear.

f Close the Setup View screen and return to the **Account Statements** screen.
g Click on **View**.
h Go to **Download to** near the bottom of the screen and select the file format **PDF**.
i Click on **OK**.
j Click on **Download Report**.
k In Acrobat Reader click on print and/or save.
l Close the screen and return to the **Account Statements** screen.







14. Exporting account statements to your accounting system

Go to: ***Account Statements***

a Go to **Select Report**. Select the **Sample** report and click on **View**.

b Go to **Download to** near the bottom of the screen and select the file format **MT940 SWIFT**.

c Click on **OK**.

d Click on **Download Report**.

e Click on **Save** and save the file.

f Close the Report Download screen and return to the **Account Statements screen**.

Hint

On the tab page Downloads you can find an overview of all your reports.
In this screen you can execute, download, edit or delete your reports.

Extended information

- In Access Online on the main screen under Help you can find the User Manual and the Frequently Asked Questions (FAQ).

- The Quick Start Guide Payments and Reporting is also available in Dutch.

ABN·AMRO

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